

6.0 ORION

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6.0 ORION

6.1 DESCRIPTION

The Nlets ORION file contains user agency contact and demographic information. Nlets users can query the file to obtain agency information using several different record identifiers.

See Appendix A, Section 6.0 for XML vehicle registration formats and examples.

See Appendix B, Section 6.0 for Native vehicle registration formats and examples.

6.1.1 ORION RESPONSIBILITIES OF THE NLETS REP

The ORION application has been developed to provide the user with a variety of ways to access information. To take full advantage of this design the user must have a clear understanding of how the file is created.

The Nlets Representative is responsible for ensuring the entry, validation, and ongoing maintenance of ORIs for all state, local, Federal and other agencies that have a terminal on their state system that can access Nlets.

Federal member representative are responsible for entering ORI records for the appropriate state sub-files for all terminals for which they provide service and for entering any of their ORIs that they deem appropriate into the corresponding state sub-files.

6.1.2 ORION RESPONSIBILITIES OF THE NLETS SYSTEM AGENCY

The Nlets System Agency (NSA) assumes all responsibility for the maintenance and control of its portion of the ORION file. The control terminal agency, or any ORI designated by the control terminal agency, will have the ability to modify authorization flags or perform any maintenance on the member's file.

For example, only control terminal agencies can:

- Designate the ORIs from their user population who can add/cancel records, activate or deactivate ORIs.
- Designate who is authorized to send/receive criminal history information.

Although it is recognized that NSA may authorize other ORIs to add/cancel records, by turning on the add/cancel flag (AOC); it is strongly suggested the NSA retain sole authority to:

- Modify the status of an ORI (active or inactive).
- Modify the authorization for an ORI to send/receive criminal history information.

A NSA may, however, delegate this authority to other ORIs by setting the control terminal flag (CTO) in a record.

Regardless of the delegation of authority for maintenance of the ORION file, Nlets will always consider the NSA from each member state or Federal agency as the responsible agency regarding the accuracy and completeness of their ORI file.

6.2 MESSAGE KEYS

INQUIRY

TQ ORION file Query

ENTRY

TA Enter ORION record

TU Update ORION record

TD Delete ORION record

6.3 DESTINATION LIMITATIONS

TQ Destination code must be a single two-character state code or "OD"
TA Destination code must be "OD"
TU Destination code must be "OD"
TD Destination code must be "OD"

6.4 DATA ELEMENTS

6.4.1 TQ DATA ELEMENTS

The following are mandatory query data elements:

Field	MFC
Message key	None
ORI of requesting agency	None
ORI of agency being inquired upon	ORI
Fixed field prefix denoting beginning of message	TXT
Location of agency being inquired upon	LOC/
Type of agency being inquired upon	TYP/
Type of federal agency being inquired upon	FED/
Type of rep being inquired upon	REP/

6.4.1.1 TQ INQUIRY FORMAT

TQ•ORI•____•TXT ORI/____•LOC/_____

OR

TQ•ORI•____•TXT LOC/____•TYP/_____

OR

TQ•ORI•____•TXT FED/_____

OR

TQ•ORI•____•TXT REP/_____

 Mandatory fields

 Optional fields

6.4.1.2 TQ INQUIRY - EXAMPLE

BY ORI

TQ.AL0260200.MI.TXT ORI/NYFBIDE00.LOC/DETROIT

BY LOCATION

TQ.AL0260200.MI.TXT LOC/KALAMAZOO

BY FEDERAL AGENCY TYPE

TQ.AL0260200.MI.TXT FED/FBI

BY NCIC OR Nlets REP DESIGNATION

TQ.AL0260200.MN.TXT REP/NCIC

6.4.1.2.1 TQ RESPONSE - EXAMPLES

BY ORI OR AGENCY TYPE

TR.MIORION00.CA1234567.TXT
MIFBIDE00
FBI-DETROIT OFFICE
1204 POWELL AVENUE, DETROIT 85608
PHN# (616)233-6311
24 HOUR SERVICE WITH TERMINAL
- FEDERAL LAW ENFORCEMENT AGENCY -
- AUTHORIZED TO SEND/RECEIVE CRIMINAL RECORDS VIA Nlets -
-AUTHORIZED TO SEND/RECEIVE ADMINISTRATIVE MESSAGES VIA Nlets-
-AUTHORIZED TO SEND/RECEIVE CRIMINAL HISTORY VIA Nlets-
-AUTHORIZED TO RECEIVE DMV DATA VIA Nlets-
-AUTHORIZED FOR OTHER Nlets MESSAGES TYPES-
-NOT AUTHORIZED TO PERFORM CONTROL TERMINAL FUNCTIONS-
-NOT AUTHORIZED TO ADD/CANCEL ORIS-
-ORI IS ACTIVE-
BASELINE PRIORITY IS 0-
OWNER: MI CREATED: 11/01/90 UPDATED: 06/10/91
CERTIFIED: 09/03/1992

BY REP

TR.MNORION00
12:03 11/01/1990 00003
12:03 11/01/1990 00008 NX00000000
TXT
MNBCA0000 Nlets
KENNETH BENTFIELD BUR CRIM APPREHEN TYP:RP
1246 UNIVERSITY AVE , ST PAUL 55104
PHN # (612)642-0670
24 HOUR SERVICE, WITH TERMINAL
- STATE REPRESENTATIVE -
-AUTHORIZED TO SEND/RECEIVE ADMINISTRATIVE MESSAGES VIA Nlets-
-AUTHORIZED TO SEND/RECEIVE CRIMINAL HISTORY VIA Nlets-
-AUTHORIZED TO RECEIVE DMV DATA VIA Nlets-
-AUTHORIZED FOR OTHER Nlets MESSAGES TYPES-
-AUTHORIZED TO PERFORM CONTROL TERMINAL FUNCTIONS-
-AUTHORIZED TO ADD/CANCEL ORIS-
-ORI IS ACTIVE-
BASELINE PRIORITY IS 0-
OWNER: MN CREATED: 11/01/1990 UPDATED: 06/10/1991 CERTIFIED: 09/03/1991

BY LOCATION

TR.MIORION00.CA1234567.TXT

KALAMAZOO MUNI AIRPORT PD	KALAMAZOO	MI390031G	A	Y
KALAMAZOO PD	KALAMAZOO	MI3949900	A	Y
KALAMAZOO TOWNSHIP PD	KALAMAZOO	MI3950000	B	Y
SHERIFF'S OFFICE	KALAMAZOO	MI3913900	B	Y
WESTERN MICHIGAN UNIV PD	KALAMAZOO	MI3988100	A	N
KALAMAZOO NICB	KALAMAZOO	MINICB000	B	N*F

- CODE TRANSLATION FOR LAST 3 COLUMNS -

A = 24 HR SERVICE, W/TERMINAL
B = NOT 24 HR SERVICE, W/TERMINAL
C = 24 HR SERVICE, NO TERMINAL
D = NOT 24 HR SERVICE, NO TERMINAL
Y = AUTH TO SND/RCV CHRI VIA Nlets
N = NOT AUTH TO SND/RCV CHRI VIA Nlets
F = FAX TRANSMISSION AVAILABLE
* = NON-CRIMINAL JUSTICE AGENCY

6.4.2 TA DATA ELEMENTS

The criteria for entry of ORIs on ORION is as follows:

- Any agency who's assigned ORI accesses Nlets either directly, or by agreement through another agency, shall have an entry on ORION.
- If there are multiple terminals within a law enforcement agency that have access to Nlets, separate entries are required when the first 7 characters of the ORI are the same and at least one other data field in the ORION record (e.g., phone #, address, etc.) differs.
- For criminal justice agencies, if multiple ORIS are assigned to the same agency, an entry is required for each ORI that accesses Nlets.

Nlets and NCIC Representative ORION Records

An entry can be made into ORION for either the Nlets Representative or the NCIC Representative of the state or agency. Certain rules must be followed.

1. The location must always be "Nlets" or "NCIC".
2. The type code used is always "RP".
3. The representative's name is included in the AGY field.

Special fields in ORION responses

There are several fields created by the ORION to make record interpretation easier. Although this information is displayed, is not manually entered when adding a record. These fields are shown below:

Entry	Explanation
Record Owner	Name of line that record was received from initially; update is restricted to this line, and record will be included in file listing for this line only.
Creation Date	Date ORI record was added to the ORION file.
Update Date	Date ORI record was most recently updated.
Certification Date	Date ORI record was last certified.

The following are data elements:

Field	MFC
Message key	None
ORI of requesting agency	None
Destination	None
ORI of agency ORION record to be entered	ORI/
Fixed field prefix denoting beginning of message	TXT
City of agency	LOC/
Type of agency	TYP/
Agency name	AGY/
Agency address	ADR/
Agency address city	CIT/
Agency ZIP code	ZIP/
Agency phone	PHN/
Agency Alternate phone (24-hour access)	PH2/
Hours of service	HOS/
Criminal history authorization (CHRI)	CHR/
Authorization flags	ATH/
Baseline priority	PRI/
Agency fax #	FAX/
Agency fax #	FX2/
Nlets System Agency flag	CTO/
Add / Cancel flag	AOC/
Active / inactive flag	ACT/
Remarks field	REM/

6.4.2.1 TA FORMAT

TA.OR024015Y•OD•TXT ORI/____•LOC/____•TYP/____•AGY/____•ADR/____•CIT/____
•ZIP/____•PHN/____•HOS/____•CHR/____•ATH/____•PRI/____•PH2/____

Must contain either: CHR
OR
ATH

•FAX/____
•FX2/____
•CTO/____
•AOC/____
•ACT/____
•REM/____

Either CHR or ATH, but not both must be present. The ATH field is a combined authorization field that combines CHR with additional authorization flags.

Mandatory fields
 Optional fields

6.4.2.2 TA ENTRY- EXAMPLE

TA.OR024015Y•OD•TXT ORI/OR0370000•LOC/SALEM•TYP/SO•AGY/LEDS TEST COUNTY
SHERIFF'S OFFICE•ADR/PO BOX 360•CIT/SALEM•ZIP/97301•PHN/1234567890
•PH2/0987654321•HOS/A•CHR/Y•ATH/ACDZ•PRI/0•FAX/1112223333•FX2/2223334444
•CTO/Y•AOC/N•ACT/A•REM/NOT A REAL AGENCY - TEST PURPOSES ONLY

6.4.2.2.1 TA RESPONSE - EXAMPLE

ORION FILE SUCCESSFULLY UPDATED

6.4.3 TU DATA ELEMENTS

The update transaction is used to add, modify and/or delete incorrect data form an impound record.

- To add or modify a data field, include the appropriate message field code (MFC) and a “ / “ followed by the new or modified information.
- To delete incorrect data include the appropriate message field code (MFC) and a “ / “ followed by an “ * ”
- The ATH field is an alternative for the CHR field. Either the ATH or CHR field may be used on initial entry or as a modification. When CHR is used to update an ORION record, Nlets applies special processing to create defaults for the A, D, and Z codes, as follows:

ORION Record	Default Setting
If the ORI ends with “S”	ATH is set to “AD” (administrative and DMV only)
If the ORI does not end with “S”	ATH is set to “ADZ” if CHR is “N”. ATH is set to “ACDZ” if CHR is “Y”.

The following are data elements:

Field	MFC
Message key	None
ORI of requesting agency	None
Destination	None
Fixed field prefix denoting beginning of message	TXT
ORI of agency ORION record to be updated	ORI/9
City of agency	LOC/20
Type of agency	TYP/2
Agency name	AGY/70
Agency address	ADR/60
Agency address city	CIT/30
Agency ZIP code	ZIP/9
Agency phone	PHN/10
Agency Alternate phone (24-hour access)	PH2/10
Hours of service	HOS/1
Criminal history authorization (CHRI)	CHR/1
Authorization flags	ATH/4
Baseline priority	PRI/2
Agency fax #	FAX/10
Agency fax #	FX2/10
Nlets System Agency flag	CTO/1
Add / Cancel flag	AOC/1
Active / inactive flag	ACT/1
Remarks field	REM/160

6.4.3.1 TU FORMAT

TU.OR024015Y•OD•TXT ORI/___•TYP/___

•AGY/___

•ADR/___

•CIT/___

•ZIP/___

•PHN/___

•PH2/___

•HOS/___

•CHR/___

•ATH/___

•PRI/___

•FAX/___

•FX2/___

•CTO/___ (May only be modified by CTA)

•AOC/___

•ACT/___ (May only be modified by CTA)

•REM/___

Can be one or any
combination of these fields:

Mandatory fields

Optional fields

6.4.3.2 TU UPDATE- EXAMPLE

MODIFIES VIN AND VMA

TU.OR024015Y•OD•TXT ORI/OR0370000•PHN/6667778888•PH2/0987654321•FAX/6668887777
•FX2/2223334444

6.4.3.2.1 TU RESPONSE - EXAMPLE

ORION FILE SUCCESSFULLY UPDATED


6.4.4 TD DATA ELEMENTS

The following are query data elements:

Field	MFC
Message key	None
ORI of requesting agency	None
Destination	None
Fixed field prefix denoting beginning of message	TXT
ORI of agency ORION record to be canceled	ORI/9
City of agency	LOC/20

6.4.4.1 TD FORMAT

TD•ORI•OC•TXT ORI/_____.LOC_____

 Mandatory fields

 Optional fields

6.4.4.2 TD DELETE- EXAMPLE

TD.OR024015Y•OD•TXT ORI/OR0370000•LOC/SALEM

6.4.4.2.1 TD RESPONSE - EXAMPLE

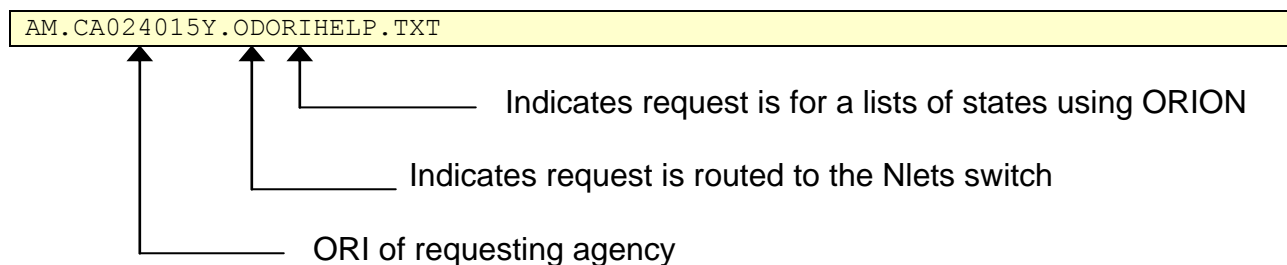
ORION FILE SUCCESSFULLY UPDATED

6.5 NLETS AUTOMATED HELP FILE

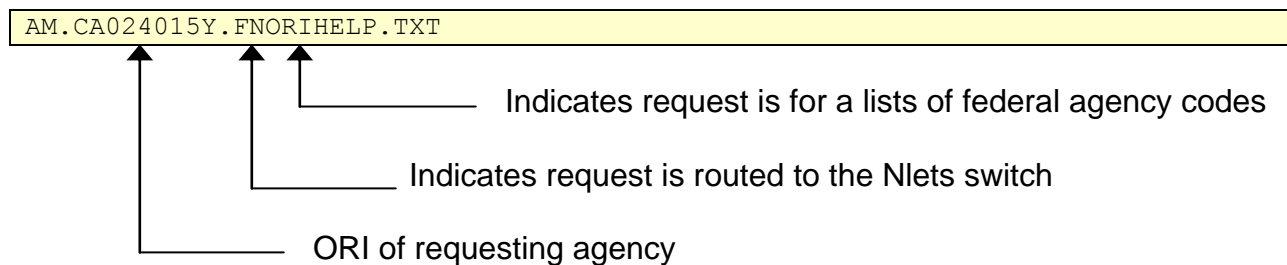
Nlets has an automated "Help" file for the ORION records. By sending an administrative message ("AM") message to ODORIHHELP the user will receive a message indicating what states presently have records in ORION and the approximate number of ORION records for each state

Also, by sending an administrative message ("AM") message to FNORIHHELP the user will receive a list of the Federal agencies, their 3 character codes from their ORIs and the associated ORION Federal code used to search by FED/.

6.5.1 ORION PARTICIPATING STATE HELP FILE FORMAT



6.5.2 LIST OF FEDERAL AGENCY CODES FOR ORION



6.6 MESSAGE FIELD CODE DIRECTORY

Each message transaction is comprised of multiple data elements; this section provides the necessary information on data elements for this transaction. Each data element is identified by a specific field name. Each field name is abbreviated with a unique three-character code called a message field code (MFC). The MFC's are sorted alphabetically, and then followed by a plain-word description of each. The number immediately following the description indicates the maximum number of characters allowed for that data element. Below the description line is text describing specific requirements for this field.

6.6.1 **ACT** ACTIVE / INACTIVE FLAG - **1**

CONDITIONAL

Alpha only; designates whether the ORI is active or inactive; may only be set by a terminal with control terminal capabilities; must be A or I (defaults to A).

- Mandatory in TA
- Optional in TU
- Not allowed in any other transaction

6.6.2 **ADR** AGENCY ADDRESS - **60**

CONDITIONAL

Alphanumeric only; main street address of ORI agency

- Mandatory in TA
- Optional in TU
- Not allowed in any other transaction

6.6.3 **AGY** AGENCY NAME - **70**

CONDITIONAL

Alphanumeric only; name of ORI agency.

- Mandatory in TA
- Optional in TU
- Not allowed in any other transaction

6.6.4 **AOC** ADD / CANCEL FLAG - **1**

CONDITIONAL

Alpha only; designates the terminal(s) authorized to add or cancel an ORION record; must be Y or N (defaults to N), followed by a period. If left blank in the TA, system defaults to "N"

- Optional in TA and TU
- Not allowed in any other transaction

6.6.5 **ATH** AUTHORIZATION FLAGS - **4**

CONDITIONAL

Alpha only; One or more of the following:

A = User is authorized to send/receive administrative messages.

C = User is authorized to send/receive CHRI.

D = User is authorized to receive DMV data.

Z = User is authorized to other Nlets messages

- Mandatory in TA (**either** CHR **or** ATH must be included – but not both)
- Optional in TU
- Not allowed in any other transaction

6.6.6 **CHR** CRIMINAL HISTORY AUTHORIZATION - **1**

CONDITIONAL

Alpha only; indicates whether or not the agency is allowed to receive criminal history information. Must be one of the following:

Y = User is authorized to receive CHRI via Nlets.

N = user is not authorized to receive CHRI via Nlets

The ATH field is an alternative for the CHR field. Either the ATH or CHR field may be used on initial entry or as a modification. When CHR is used to update an ORION record, Nlets applies special processing to create defaults for the A, D, and Z codes, as follows:

ORION Record	Default Setting
If the ORI ends with "S"	ATH is set to "AD" (administrative and DMV only)
If the ORI does not end with "S"	ATH is set to "ADZ" if CHR is "N". ATH is set to "ACDZ" if CHR is "Y".

- Mandatory in TA (*either* CHR *or* ATH must be included – but not both)
- Optional in TU
- Not allowed in any other transaction

6.6.7 CIT MAIN ADDRESS CITY FOR AGENCY - 30

CONDITIONAL

Alpha only; city name where the headquarters for the ORI in the ORION record;

- Mandatory in TA
- Optional in TU
- Not allowed in any other transaction

6.6.8 CTO NLETS SYSTEM AGENCY (NSA) FLAG - 1

CONDITIONAL

Alpha only; designates the terminal(s) authorized to perform all functions on ORION; must be Y or N (defaults to N), followed by a period..

- Optional in TA and TU
- Not allowed in any other transaction

6.6.9 FAX FAX NUMBER FOR AGENCY - 10

CONDITIONAL

Numeric only; agency fax number

- Mandatory in TA
- Optional in TU
- Not allowed in any other transaction

6.6.10 **FED** FEDERAL AGENCY TYPE CODE - **3**

CONDITIONAL

Alpha only; three character abbreviation (type) code for federal agencies

Federal Type Code Definitions

AGENCY		AGENCY	
ALCOHOL, TOBACCO AND FIREARMS	ATF	CUSTOMS ENFORCEMENT	ICE
BUREAU OF INDIAN AFFAIRS	BIA	INTERNAL REVENUE SERVICE	IRS
COAST GUARD	MSC	NAVAL INVESTIGATIONS	NIS
DEFENSE INVESTIGATIVE SERVICE	MSC	OFFICE OF SPECIAL INVESTIGATIONS	OSI
DEPARTMENT OF AGRICULTURE	MSC	PARK POLICE	MSC
DEPARTMENT OF COMMERCE	MSC	POSTAL INSPECTIONS	PIS
DEPARTMENT OF DEFENSE	MSC	SECRET SERVICE	SSA
DEPARTMENT OF JUSTICE	DOJ	US AIR FORCE	MSC
DEPARTMENT OF LABOR	MSC	US ARMY	USA
DEPARTMENT OF STATE	DOS	US CAPITOL POLICE	MSC
DRUG ENFORCEMENT ADMINISTRATION	DEA	US CUSTOMS	USC
DULLES AIRPORT	MSC	US DEPARTMENT OF INTERIOR	DOI
FBI	FBI	US MARINE CORPS	MSC
FEDERAL AVIATION ADMINISTRATION	FAA	US MARSHALS	USM
FEDERAL PROTECTIVE SERVICE	MSC	US NAVY	MSC
FOOD & DRUG ADMINISTRATION	MSC	VETERANS ADMINISTRATION	MSC
HEALTH AND HUMAN SERVICES	MSC	WASHINGTON NATIONAL AIRPORT	MSC

- Optional in TQ
- Not allowed in any other transaction

6.6.11 **FX2** ALTERNATE FAX NUMBER FOR AGENCY - **10**

CONDITIONAL

Numeric only; alternate agency fax number

- Optional in TA and TU
- Not allowed in any other transaction

6.6.12 **HOS** AGENCY HOURS OF SERVICE - **1**

CONDITIONAL

Alpha only; agency hours of operation. Must be one of the following:

A = 24 hr service w/terminal.

B = not 24 hr service w/terminal.

C = 24 hr service, w/o terminal.

D = not 24 hr service, w/o terminal.

- Mandatory in TA
- Optional in TU
- Not allowed in any other transaction

6.6.13 **LOC** CITY SPECIFIC ORI IS LOCATED - **20**

CONDITIONAL

Alpha only; city where the field or other office of ORI is located. This city may be different than that of where the headquarters ORI is located and entered in the LOC field.

- Mandatory in TA and TD
- Optional in TU and TQ

6.6.14 **ORI** ORI OF AGENCY ENTERED INTO ORION - **24**

CONDITIONAL

Alphanumeric only; note: an ORI is mandatory in all transaction immediately following the message key.

This instance of ORI is referring to the ORI of the agency impounding the vehicle. This ORI can be different than the ORI of the entering agency.

- Mandatory in TA, TU, and TD
- Optional in TQ

6.6.14 PH2 ALTERNATE AGENCY PHONE - 10

CONDITIONAL

Numeric only; agency alternate telephone number.

- Mandatory if agency main phone number NOT staffed 24-hours a day
- Optional in TA and TU
- Not allowed in other transactions

6.6.16 PHN AGENCY PHONE NUMBER - 10

CONDITIONAL

Numeric only; agency main telephone number

- Mandatory in TA
- Optional in TU
- Not allowed in other transactions

6.6.17 PRI BASELINE PRIORITY - 2

CONDITIONAL

Alpha only; the priority field defines a baseline priority for low-priority ORIs. Nlets sends all messages with one of 12 priorities, based on the message type and designates 1-12, with 1 the highest and 12 the lowest. The baseline priority specifies that messages to this ORI be assigned at least the specified baseline.

Messages with lower priority number (i.e., that are higher priority) will be set to this baseline number.

Messages with higher priority numbers (i.e., that have lower priority) will be left unchanged.

For example, a message typically sent at priority 3 would be sent at reduced priority 10 if the ORI has a baseline priority of 10.

If the baseline priority field is not specified, Nlets defaults it to 10 for ORIs ending in "S", and to 0 (use standard priorities) for all other ORIs.

- Baseline Priority, 0-12:
 - 0 = use system default priority.
 - 1-12 = use baseline as minimum priority.
- Mandatory in TA
- Optional in TU
- Not allowed in other transactions

6.6.18 REM REMARKS FIELD - 160

CONDITIONAL

Alphanumeric only; free text field for any relevant remarks

- Optional in TA and TU
- Not allowed in other transactions

6.6.19 TYP AGENCY TYPE - 2

CONDITIONAL

Alpha only; Must be one of the valid type codes; law enforcement, criminal justice, and non-criminal justice followed by a period. The type codes are:

Law Enforcement

PD - any agency of city government.

SO - any agency of county government incl. parishes where apropos.

SA - any agency employed by a state with statewide jurisdiction.

LE - used as a catchall for any agency not fitting the above criteria. May be used on inquiry or record creation.

FE - Federal agency.

Criminal Justice

JA - any prosecutor.

JC - any corrections agency.

JG - any probation agency.

JJ - any court agency.

JF - any Federal non-law enforcement criminal justice agency.

CJ - will return all defined non-law enforcement criminal justice agencies and should be used as a general type for all ORIs ending in B, M, N, or Y.

Non-Criminal Justice Organizations or Agencies (i.e., DMV)

NJ - non-criminal justice agencies.

- Mandatory in TA
- Optional in TU
- Not allowed in other transactions

The following table identifies what type of record is received in response to a TQ transaction when the TYP field is included in order to limit responses:

Type included in TQ transaction	TYPE OF AGENCY RECORDS RETURNED											
	PD	SO	SA	LE	FE	JA	JC	JG	JJ	JF	CJ	NJ
PD	X											
SO		X										
SA			X									
LE	X	X	X	X	X							
FE					X							
JA						X						
JC							X					
JG								X				
JJ									X			
JF										X		
CJ						X	X	X	X	X	X	X
NJ												X

6.6.20 **ZIP** AGENCY ZIP CODE - 9

CONDITIONAL

Numeric only; agency ZIP or Postal Code.

- Mandatory in TA
- Optional in TU
- Not allowed in other transactions